Altus SCHOOLS SAN DIEGO

COMPREHENSIVE SAFETY PLAN

ALTUS SCHOOLS
CSSD

SY 2026-2027

ALTUS SCHOOLS SAN DIEGO

ALTUS SCHOOLS
CHARTER SCHOOL OF SAN DIEGO

COMPREHENSIVE SCHOOL SAFETY PLAN

SY 2026-2027

Adopted by the Altus Schools San Diego
Board of Directors on June 25, 2026

RC-Specific Information Updated 06/2026

Quick Glance Reference

NOTIFICATION SYSTEM

FIRE Notification Method is – Series of short beeps followed by verbal instructions

EARTHQUAKE DRILL Notification Method is – Continuous long beep followed by verbal instructions

LOCKDOWN Notification Method is – Lights being turned off, followed by verbal instructions

SHELTER-IN-PLACE Notification Method is – 3 short beeps, 3 long beeps followed by verbal instructions

ALL-CLEAR Notification Method is – Series of long beeps followed by verbal instructions

(NOTIFICATION SYSTEMS VARY AT EACH LOCATION. MINIMUM REQUIREMENTS COVER FIRE, EARTHQUAKE, LOCKDOWN, SHELTER-IN-PLACE, AND ALL-CLEAR TO RETURN)

INCIDENT COMMAND TEAM PERSONNEL – MAJOR ASSIGNMENTS ONLY

Primary (Insert Names)	**Position**	**Alternate (Insert Names)**
Mary Bixby	**Incident Commander**	Tim Tuter
Tim Tuter	**Operations Chief**	Lynne Alipio
Angela Neri	**Planning & Intelligence Chief**	Eleanor Pe
Tim Tuter	**Logistics Chief**	Angela Neri
Lynne Alipio	**Finance & Administration Chief**	Mary Bixby

(SUBORDINATE ASSIGNMENTS CAN BE FOUND ON PAGE 163)

Table of Contents

SECTION ONE 4
- Executive Summary 4
- Facility Information and Street/Aerial Maps 5
- Hazard Assessment Summary 32
- Assessment of School Crime 32
- Response Guidelines for Dangerous, Violent or Unlawful Activities 32
- Emergency Notification Information 34
- Emergency Resource Information 36
- Crisis Response Boxes 37
- Emergency Quick Reference Guide 38
- Emergency Operations Overview 38
- Incident Command Team Overview 40

SECTION TWO 42
- Emergency and Evacuation Procedures 42
- Shelter-In-Place Procedure 94
- Emergency Lockdown Procedures 95
- Parent Notification & Reunification Procedure 104
- Earthquake Procedures 105
- Fire Procedures 106
- Emergency Responses 110
- Disaster-Related Administrative and Emergency Procedures 154

SECTION THREE 155
- Suspension and Expulsion Policy and Procedures *(Full Board Policy)* 155
- Child Abuse or Neglect Reporting Procedures 169
- Notification to Staff of Dangerous Students 172
- Anti-Discrimination and Harassment Policy 173
- School-Wide Dress Code 173
- Loitering Law Compliance 174
- Going To and From Resource Center Safely 175
- Safe Ingress and Egress Procedures 178
- Ensuring a Safe and Orderly Environment 179
- Discipline Procedures 180

SECTION FOUR 181
- Emergency Roles, Responsibilities and Duties 181
- Safety Ambassadors 213
- Instructional Continuity Plan 216
- Immigration Enforcement Presence Notification Procedure 224

ALTUS SCHOOLS SAN DIEGO

DBA – ALTUS SCHOOLS AUDEO · ALTUS SCHOOLS CHARTER SCHOOL OF SAN DIEGO

(A California Non-Profit Public Benefit Corporation)

Tim Morton – Chairman, Len Hering RADM, USN (ret) – Vice Chair and Member,
Scott Barton – Member, Chris Megison – Member, Eric Schweinfurter - Member

ANNUAL BOARD OF DIRECTORS MEETING MINUTES

Thursday, June 25, 2026, 8:30 a.m.

Via Teleconference at

6965 El Camino Real, Suite D202, Carlsbad, CA 92009, 1063 Cactus Cut Rd, Middleburg, FL, 32068,
25104 Creek Hollow Drive, Ramona, CA 92065, 740 W. California Avenue, Vista, CA 92083,
and at
Clairemont RC 4340 Genesee Avenue, Suite 109, SD 92117, College Avenue RC 4585 College Drive, Suite C, SD, 92115, Downtown RC 1095 K Street Suite A, SD 92101, Euclid RC 220 Euclid Avenue, Suite 80, SD 92114, Lake Murray RC 8776 Lake Murray Blvd., SD, 92119, Mira Mesa RC 8290 B, Mira Mesa Blvd., SD 92126, North Park RC 2940 North Park Way, SD 92104, Northgate RC 4125 Alpha Street, Suite C, SD, 92113, Old Town RC , 2245 San Diego Avenue, Suite 115, SD 92110, Petco RC 1091 K Street, Suite A101, SD 92101, Point Loma RC 1221 Rosecrans Street, SD 92110, Scripps Ranch RC 9910 Mira Mesa Blvd, Suite A2, SD 92131, Sorrento Mesa RC 10170 Huennekens Street, SD, 92121, Tierrasanta RC 10425 Tierrasanta Blvd, Suite 101, SD 92124, Woodman RC 2939 Alta View Drive, Suite B/C, SD 92139, and Kearny Mesa RC 7612 Linda Vista Road, Suite 111/112, SD 92111, La Jolla RC 7458 Girard Avenue, SD 92037, Pacific Beach RC 959 Hornblend Street, SD 92109, Tierrasanta TK5 Audeo Kids RC 10725 Tierrasanta Boulevard, CA 92124

Access to the live video conference was accessible prior to the start of the meeting at
Audeo: https://www.altusaudeo.com/about/board-of-directors
CSSD: https://www.altuscssd.com/about/board-of-directors

1.0 OPEN SESSION

1.1 Call to Order

Board Chairman Morton called the meeting to order at 8:30 a.m.

1.2 Roll Call

Members present at the meeting were Scott Barton, Len Hering and Tim Morton.
Board Members Absent: Chris Megison and Eric Schweinfurter.

Also in attendance: Lynne Alipio, Wade Aschbrenner, Mary Bixby, Veneeta Chan, Jay Garrity, Debbie Giaquinta, Angela Neri, Elizabeth Orona, Veronica Radtke, Cathryn Rambo, and Tiffany Yandell.

1.3 Establishment of Quorum

It was moved by Board member Hering and seconded by Board member Barton that the following Directors, constituting a quorum of the Board, were present at the meeting: Scott Barton, Len Hering, and Tim Morton.
Ayes – 3, Nays- 0, Absent – 2, Abstain – 0, Motioned Approved.

1.4 Pledge of Allegiance

Chairman Morton led all in the Pledge of Allegiance.

1.5 Approval of Agenda

It was moved by Board member Hering and seconded by Board member Barton to Approve the Agenda.
Ayes – 3, Nays- 0, Absent – 2, Abstain – 0, Motioned Approved.

2.0 PUBLIC COMMENT

Public comment for items of interest to the public and within the scope of Altus Schools San Diego Board (non-agenda) shall be no longer than two (2) minutes. Public comment for agenda items shall be no longer than three (3) minutes. Speakers may not yield their time. In meetings held over Zoom, any person who wishes to make a comment on either non-agenda or agenda items shall use the "Raise Hand" feature of Zoom to notify the Board. In accordance with the Brown Act, no discussion or action may occur at this time, but it is the Board's prerogative to respond or give directions to staff. All public comments will be heard at this point in the agenda as ordered below. Each agenda item being commented on will have a maximum of 20 minutes allotted and each non-agenda public comment will have a maximum of 10 minutes allotted. If necessary, the Board Chair may equivalently decrease the time for each speaker in order to stay within the allotted maximum.

2.1 Non-Agenda Public Comment

There were no comments from the public.

2.2 Agenda Public Comment

There were no comments from the public.

3.0 CONSENT AGENDA

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The Superintendent School Services and Founder recommend approval of all consent agenda items.

3.1 Consent Action Items for Altus Schools Audeo and Altus Schools Charter School of San Diego for Each School

- 3.1.1 Approval of Board Meeting Minutes for May 21, 2026
- 3.1.2 Approval of Amendments to the Altus Schools San Diego Board Policies
- 3.1.3 Approval of Amendments to the Conflict of Interest Code
- 3.1.4 Approval of Amendments to the Employee Handbook 2026-2027
- 3.1.5 Approval of Amendments to the Student and Parent Handbook 2026-2027
- 3.1.6 Approval of the Comprehensive School Safety Plan 2026-2027
- 3.1.7 Approval of the 2026-2027 Consolidated Application for Altus Schools Charter School of San Diego
  - 3.1.7.1 Certification of Assurances
  - 3.1.7.2 Protected Prayer Certification
  - 3.1.7.3 Local Control Accountability Plan (LCAP) Federal Addendum Certification
  - 3.1.7.4 Application for Funding

It was moved by Board member Barton and seconded by Board member Hering to Approve the Consent Agenda items 3.1.1 – 3.1.7.4.

Ayes – 3, Nays- 0, Absent – 2, Abstain – 0, Motioned Approved.

4.0 ACTION ITEMS

4.1 Altus Schools Audeo

- 4.1.1 Approval of Proposition 28, Arts and Music in Schools (AMS) Funding Guarantee and Accountability Act Annual Report and Fiscal Year 2025-2026

It was moved by Board member Barton and seconded by Board member Hering to Approve Proposition 28, Arts and Music in Schools (AMS) Funding Guarantee and Accountability Act Annual Report and Fiscal Year 2025-2026.

Ayes – 3, Nays- 0, Absent – 2, Abstain – 0, Motioned Approved.

4.1.2 Approval of Reporting Dashboard Local Indicators Update and Results

It was moved by Board member Hering and seconded by Board member Barton to Approve the Reporting Dashboard Local Indicators Update and Results.

Ayes – 3, Nays- 0, Absent – 2, Abstain – 0, Motioned Approved.

4.2 Altus Schools Charter School of San Diego

4.2.1 Review and Discuss the Preliminary Operational Budget Assumptions for FY 2026-2027 And Approval of the Preliminary Operational Budget for FY 2026-2027

4.2.2 Approval of the 2026-2027 Educational Protection Account (EPA) Resolution and Expenditure Plan

It was moved by Board member Hering and seconded by Board member Barton to Approve Agenda Items 4.2.1 – 4.2.2.

Ayes – 3, Nays- 0, Absent – 2, Abstain – 0, Motioned Approved.

4.2.3 Approval of Proposition 28, Arts and Music in Schools (AMS) Funding Guarantee and Accountability Act Annual Report and Fiscal Year 2025-2026

It was moved by Board member Hering and seconded by Board member Barton to Approve Proposition 28, Arts and Music in Schools (AMS) Funding Guarantee and Accountability Act Annual Report and Fiscal Year 2025-2026.

Ayes – 3, Nays- 0, Absent – 2, Abstain – 0, Motioned Approved.

4.2.4 Approval of the 2026-2027 Local Control Accountability Plan (LCAP) with Local Control Funding Formula (LCFF) Budget Overview for Parents, and Reporting Dashboard Local Indicators Update and Results

It was moved by Board member Hering and seconded by Board member Barton to Approve of the 2026-2027 Local Control Accountability Plan (LCAP) with Local Control Funding Formula (LCFF) Budget Overview for Parents, and Reporting Dashboard Local Indicators Update and Results.

Ayes – 3, Nays- 0, Absent – 2, Abstain – 0, Motioned Approved.

5.0 ADMINISTRATIVE ITEMS

5.1 Approval of Board Meeting Dates for 2026-2027

Thursday, September 3, 2026, 4:30 p.m.	*Regular Meeting*
Wednesday, October 7, 2026, 8:00 a.m.	*Special Workshop/Training Part I*
Tuesday, November 17, 2026, 8:00 a.m.	*Special Workshop/Training Part II*
Thursday, December 3, 2026, 8:30 a.m.	*Regular Meeting*
Thursday, February 25, 2027, 8:30 a.m.	*Regular Meeting*
Thursday, March 4, 2027, 8:30 a.m.	*Special Meeting for Financial Documents*
Thursday, May 20, 2027, 8:30 a.m.	*Regular Meeting*
Thursday, June 24, 2027, 8:30 a.m.	*Annual Meeting*

It was moved by Board member Hering and seconded by Board member Barton to Approve the Board Meeting Dates for 2026-2027.

Ayes – 3, Nays- 0, Absent – 2, Abstain – 0, Motioned Approved.

5.2 Approval of Appointment of Len Hering, Vice President and Member of the Board of Directors to Additional Term of Office as it is Essential to the Continuity of Board Management and Affairs. The term of office is July 1, 2026 – June 30, 2030

It was moved by Board member Barton and seconded by Board member Hering to Approve the Appointment of Len Hering, Vice President and Member of the Board of Directors to Additional Term of Office as it is Essential to the Continuity of Board Management and Affairs. The term of office is July 1, 2026 – June 30, 2030.

Ayes – 3, Nays- 0, Absent – 2, Abstain – 0, Motioned Approved.

5.3 Approval of Appointment of Eric Schweinfurter, Member of the Board of Directors to Additional Term of Office as it is Essential to the Continuity of Board Management and Affairs. The term of office is July 1, 2026 – June 30, 2030

It was moved by Board member Hering and seconded by Board member Barton to Approve the Appointment of Eric Schweinfurter, Member of the Board of Directors to Additional Term of Office as it is Essential to the Continuity of Board Management and Affairs. The term of office is July 1, 2026 – June 30, 2030.

Ayes – 3, Nays- 0, Absent – 2, Abstain – 0, Motioned Approved.

5.4 Superintendent School Services and Founder's Report

5.4.1 Partner's and Resources Update

Superintendent Bixby reported that the Board received the Partners and Resources Update in the Board Meeting Materials and noted that we are looking to work closely with our partners and going forward to provide the many services to our students.

Giaquinta added that we have a partnership with the Nice Guys for about 15 years. The Nice Guys provides Scholarships, pay for student testing fees, and they also help support our Cadet Students attend Summer Camps.

5.5 Strategic Plan Update

5.5.1 Audeo Charter School

5.5.1.1 School Participation Report for the Period of 2025-2026
Months 11: 04/06/2026 – 05/01/2026

5.5.2 The Charter School of San Diego

5.5.2.1 School Participation Report for the Period of 2025-2026
Months 11: 04/06/2026 – 05/01/2026

Superintendent Bixby reported that our latest data reflects a positive trend—productivity has increased, along with all other key performance indicators. This progress highlights our teachers' strong understanding of how to effectively engage students and maximize their learning experience. The Board was also reminded that our program is funded based on work product rather than seat time.

6.0 BOARD ANNOUNCEMENTS AND COMMENTS

From time to time, the Board has topics of interest that they would like to share with the community. These are informational in nature and do not require action.

Board Member Hering commended Tim Tuter and the instructional staff for the increase in student productivity. In today's working and learning environment, the success achieved by your team far exceeds what is being observed in schools across the nation.

7.0 ADJOURNMENT

It was moved by Board member Hering and seconded by Board member Barton to adjourn the meeting at 9:02 a.m.

Ayes – 3, Nays- 0, Absent – 2, Abstain – 0, Motioned Approved.